



# HOW-TO: SUBMITTING CANDIDATES TO JOBCASTS

Click on “submit a candidate” in the upper right hand corner of the appropriate JobCast on your dashboard.

## PERSONAL DETAILS

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*These details will be hidden to the employer at first. Do not put identifying information anywhere other than in this section.*

\* FIRST NAME

\* LAST NAME

\* EMAIL

\* PHONE

 555-867-5309

EXT

\* CITY

\* STATE

Please select

COUNTRY

United States

\* POSTCODE

Fill in the candidate's personal details, including: first and last name, email, phone number, city, state, country, and postcode. If the candidate does not live in the same city as the position, please be sure to indicate the candidate's willingness to relocate, especially if relocation is not offered by the employer.

## QUALIFICATIONS

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*Describe how your candidate meets each of the must-haves. Use this as a checklist to ensure your candidate is qualified.*

\* HADOOP ECOSYSTEMS (MAPREDUCE/SPARK/HIVE/DOOZIE/SQOOP ETC...)

How does your candidate meet this must-have?

\* DEVELOPMENT EXPERIENCE IN ONE OF THE FOLLOWING - JAVA, PYTHON OR SCALA

How does your candidate meet this must-have?

\* CAPABLE OF WORKING WITH AND INFLUENCING LARGE DIVERSE TEAMS

How does your candidate meet this must-have?

\* 7+ YRS EXPERIENCE

How does your candidate meet this must-have?

\* EFFECTIVE COMMUNICATION AND PROVEN LEADERSHIP/MENTORING EXPERIENCE

How does your candidate meet this must-have?

This section requires you to describe how your candidate meets the “Must Have” qualifications that were included on the JobCast. Please be specific when filling out this section, because this is the only information the employer will see before determining whether or not to screen the candidate. Employers can only see the resumes of candidates after they have been moved to the “Screening” stage.



## EXPERIENCE SUMMARY

**EXPERIENCE SUMMARY**

*This information is used as a brief summary. Include where the candidate last studied and worked.*

\* **HIGHEST COLLEGE DEGREE**  
I.e. Computer Science, Stanford

\* **MOST RECENT JOB**  
I.e. Senior Engineer at Facebook

Fill in the candidate's highest educational degree and where it was earned, as well as their most recent job title and company that they worked for.

## SUPPORTING DOCUMENTS

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\* **LINKEDIN PROFILE URL**  
http://www.linkedin.com/in/...

**Only PDF files will be accepted as resumes**

**RESUME ON FILE**  
Not Yet Submitted

\* **REPLACE**  
Choose File No file chosen

The final steps on this form are to enter your candidate's LinkedIn profile URL, and to upload their resume. If your candidate does not have a LinkedIn profile you can enter [www.linkedin.com](http://www.linkedin.com) in the field, but we recommend encouraging the candidate to create a profile.

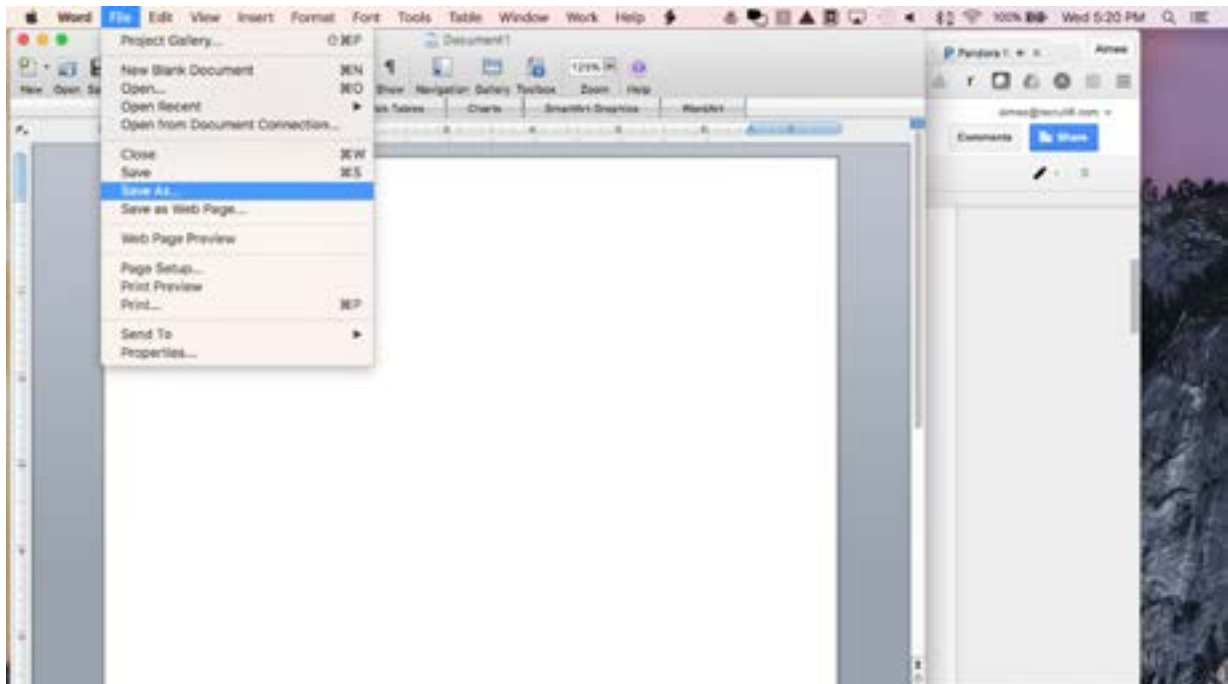
We will only accept resumes submitted in PDF format. This is to ensure that our employers do not need to deal with multiple types of resume formats, and helps to prevent formatting discrepancies that can appear when a document is viewed on different versions of Microsoft Word or opened with different viewing applications.

Do not change the file name to have pdf as an extension without converting it. This will eliminate your candidate's ability to be reviewed by an employer.

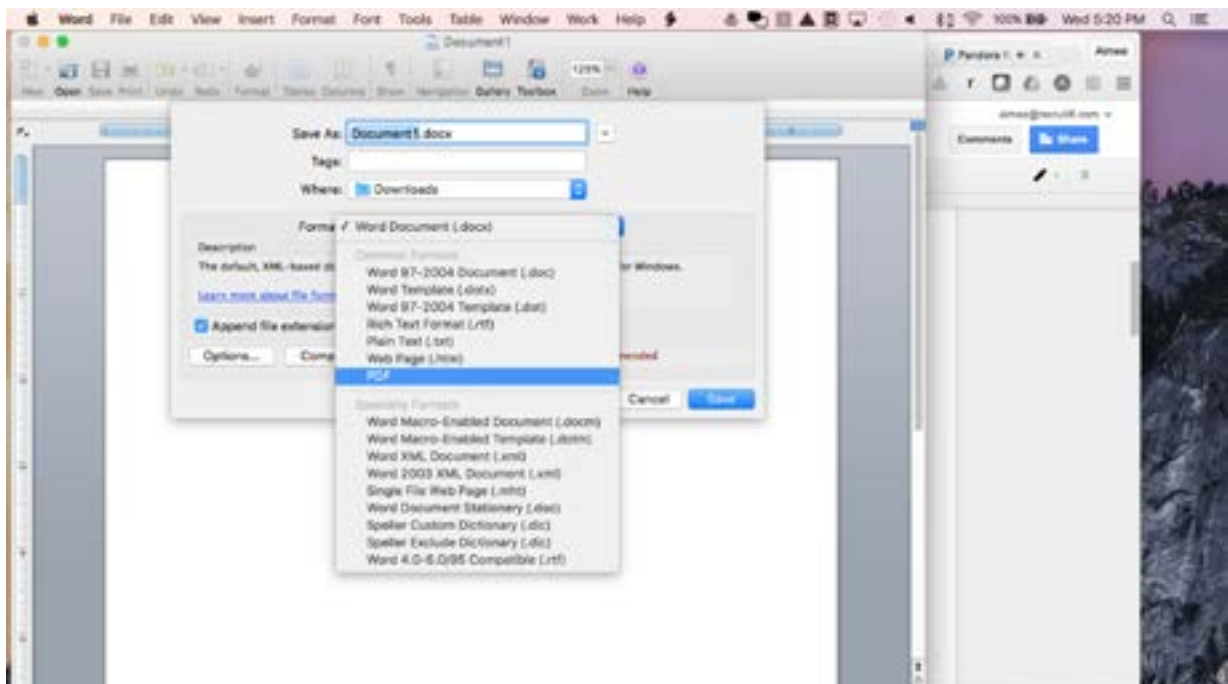
## HOW TO CONVERT MICROSOFT WORD DOCUMENTS TO PDFS

If you're used to using Microsoft Word for formatting resumes, you may not have used PDFs before. Here is a quick and easy guide to converting Word documents to PDFs if this is a new process for you or you just need a quick refresh.

When you have finished formatting and editing the document in Microsoft Word, and you're sure there are no mistakes or typos, click on "File" and select "Save As" from the dropdown.



Instead of saving the resume as a Word document, click on the dropdown for the “Format” field and select “PDF.”



Click save, and the resume will now be saved as a PDF document to the folder that you chose. When uploading the resume to RecruitiFi, return to the folder that you saved the PDF in and be sure that the file you are uploading has a title that ends in .pdf, such as ExampleResume.pdf.